

22nd January 2008

Medical/Physician Superintendents
Heads of Branches

REPLACEMENT OF MHEC CIRCULAR 7/2008
POSITIONS OF POST-GRADUATE TRAINING CO-ORDINATORS IN THE HEALTH CARE SERVICES DIVISION WITHIN THE MINISTRY OF HEALTH, THE ELDERLY AND COMMUNITY CARE.

1. The Health Care Services Division invites applications for the positions of Post-graduate Training Co-ordinator in the Health Division.
2. Post-graduate Training Co-ordinators are required for the specialities listed at Appendix 1.
3. The appointment of Post-graduate Training Co-ordinators shall be for a period of three years, subject to satisfactory performance.
4. The implementation of the Post-graduate Training Programme as approved by the Specialist Accreditation Committee (SAC) shall be co-ordinated through the respective Specialist Training Committee and shall be supported and supervised by the Director General, Health Care Services. In order to fulfil their role and responsibility, Post-graduate Training Co-ordinators shall work closely with their Clinical Chairperson, the Lead Training Co-ordinator and the Clinical Chairpersons and the Post-graduate Training Co-ordinators of other Clinical Departments to ensure that post-graduate training is delivered. The Post-graduate Training Co-ordinators remain accountable to the Clinical Chairperson of their Department for all their other clinical activities.
5. The selected candidate shall devote at least a session per week to perform the duties of Post-graduate Training Co-ordinator. Additional sessions require the explicit authorisation of the Director General, Health Care Services.
6. The selected candidate shall:-
 - (i) set up a Specialist Training Committee (whose membership shall include at least the Clinical Chairperson or his/her delegate and a representative of the relevant Specialist Association) that will be responsible for the setting up, management and administration of the relevant Post-graduate Specialist Training Programme/s within his/her speciality. Apart from contributing to strategy and policy development, he/she shall be responsible for day to day management of the Training Programme/s.
 - (ii) liaise with the professional association recognised to represent specialists in his/her speciality.
 - (iii) co-ordinate annual appraisal and the final assessment of trainees as part of the process leading to the award of the Certificate of Specialist Training. He/she will work with the appropriate authorities on manpower planning relating to trainee numbers and appropriate rotation of trainees so as to achieve a quality standard of post-graduate training.
 - (iv) work with trainers within his/her speciality and trainers from other relevant specialities in the organisation and / or delivery of regular training for specialist trainees.

- (v) work with the Lead Training Co-ordinator in the organisation and / or delivery of regular training for trainers.
 - (vi) work with the Lead Training Co-ordinator in the organisation and / or delivery of training for specialist trainees on core matters such as Effective Teaching Techniques, Clinical Audit methodology, Epidemiological methods, Statistical skills, Critical Appraisal Skills, Evidence based Medicine and any other appropriate core training skills deemed necessary.
 - (vii) chair the Specialist Training Committee in his/her speciality so that appropriate policies are developed, delivered and monitored on a regular basis in order to deliver a high standard of post-graduate training.
 - (viii) ensure and supervise assignment of trainees to trainers
 - (ix) establish appropriate mechanisms to ensure quality assurance of the training programmes.
 - (x) prepare an annual report on the workings of the training programme.
7. By the closing time and date of this call for applications, applicants (except for the Training Co-ordinator in Family Medicine / General Practice) must :-
- (i) be in the grade of Consultant or Senior Registrar (Consultant, Designate Consultant, or Resident Specialist) in the Malta Public Service; and
 - (ii) be on the Specialist Register of the Medical Council in the speciality applied for as per Appendix 1.
 - (iii) have at least five years experience as a Specialist in the Speciality applied for as per Appendix 1.
8. By the closing time and date of this call for applications, applicants for Training Co-ordinator in Family Medicine / General Practice must :-
- (i) be on the Specialist Register of the Medical Council in Family Medicine
 - (ii) have at least seven years experience as a Specialist in the Family Medicine
 - (iii) be certified as a post-graduate trainer in Family Medicine
9. Clinical Chairpersons are not eligible to apply for the position of Post-graduate Training Co-ordinator.
10. Qualifications and experience claimed must be supported by certificates and/or testimonials (photocopies to be included with application, originals to be produced for verification at the interview).
11. Eligible applicants will be interviewed by a Selection Board set to assess their suitability for the position. A Selection Board shall be set for each speciality that will include representation from this office, the respective Clinical Department and the respective Specialist Association.
12. Applications together with a curriculum vitae (submitted in triplicate) will be received in the first instance by the Assistant Director, Human Resources, Health Division, 6, Harper Lane, Floriana by not later than **noon of 8th February 2008**.

